

FLOW PROCESS CHART

NO. _____
PAGE _____ OF _____

QUESTION EACH DETAIL					ANALYSIS	
					WHY?	
WHAT?	WHERE?	WHEN?	WHOT?	HOW?		

SUMMARY

	PRESENT		PROPOSED		DIFFERENCE	
	NO.	TIME	NO.	TIME	NO.	TIME
<input type="radio"/> OPERATIONS						
<input type="radio"/> TRANSPORTATIONS						
<input type="radio"/> INSPECTIONS						
<input type="radio"/> DELAYS						
<input type="radio"/> STORAGES						
DISTANCE TRAVELED		FT.		FT.		FT.

JOB _____
 MAN OR MATERIAL _____
 CHART BEGINS _____
 CHART ENDS _____
 CHARTED BY _____ DATE _____

POSSIBILITIES

DETAILS OF (PRESENT PROPOSED) METHOD	OPERATION	TRANSPORT	INSPECTION	DELAY	STORAGE	DISTANCE IN FEET	QUANTITY	TIME	POSSIBILITIES							NOTES	
									ELIMINATE	COMBINE	REQUIRE	PLACE	PERSON	IMPROVE	CHANGE		
1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>												
2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>												
3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>												
4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>												
5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>												
6	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>												
7	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>												
8	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>												
9	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>												
10	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>												
11	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>												
12	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>												
13	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>												
14	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>												
15	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>												
16	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>												
17	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>												
18	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>												
19	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>												
20	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>												
21	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>												
22	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>												
23	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>												
24	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>												

PROCESS CHART		Pg 1 of 2		DATE	BY		
				2/15/62	James Jones		
PROCESS CHARTED			OPERATOR OR UNIT				
Processing Incoming Mail (Before Analysis)			Mail Clerk-Teller				
○ IN FEET	▽ TIME IN MIN.	TRANS- PORT	STORAGE	INSPECT.	OPERA- TION	STEP NO.	DESCRIPTION OF EACH STEP (Show WHAT is done—include EVERY detail)
		○	▽	□	○	1	Office boy puts mail on clerk-teller's desk
		○	▽	□	●	2	Clerk-teller opens bag, then
		○	▽	□	●	3	Dumps contents on desk
		○	▽	□	●	4	Sorts into 2 categories:
		○	▽	□	○		(1) mail intended for specific person,
		○	▽	□	○		(2) general mail.
		○	▽	□	●	5	Stamps date on each envelope for specific person
		○	▽	□	●	6	Counts number of such pieces
		○	▽	□	●	7	Records in logbook by date
		○	▽	□	○	8	Places in basket for delivery by office boy
		○	▽	□	●	9	Counts "other" mail
		○	▽	□	●	10	Records in logbook by date
		○	▽	□	●	11	Bunches "other" mail by size of envelope
10		●	▽	□	○	12	Carries to slicer
		○	▽	□	●	13	Slices envelopes for ease of extracting contents
10		●	▽	□	○	14	Carries sliced envelopes back to desk
		○	▽	□	●	15	Extracts contents, one envelope at a time, and
		○	▽	□	●	16	Staples envelope to letter or order
		○	▽	□	●	17	Stamps date of receipt on each letter or order
		○	▽	□	●	18	Counts remittance, if enclosed
		○	▽	□	●	19	Writes amount of remittance on order
		○	▽	□	●	20	Stamps serial number, in duplicate, on order & rem.
		○	▽	□	●	21	Places remittance in pouch
		○	▽	□	●	22	Places order in tray for "Order Processing"
		○	▽	□	○		-- continued on next page --

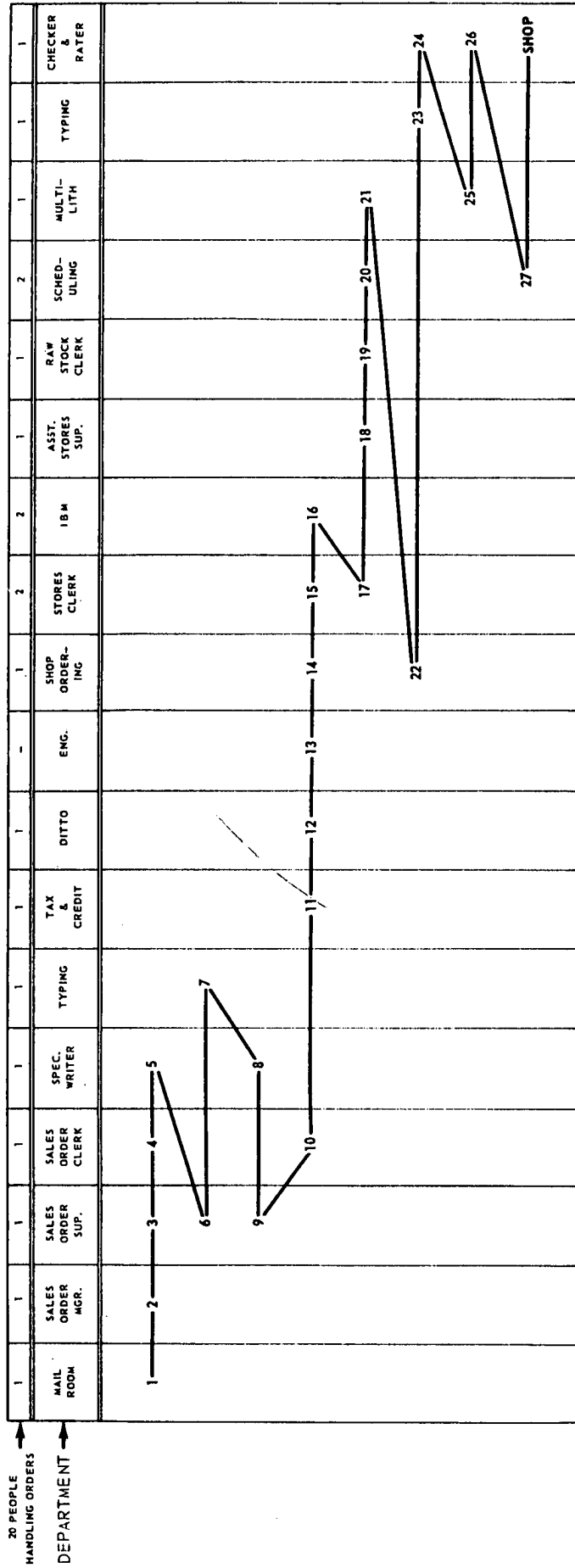
TRANSACTION ANALYSIS

PROJECT		PROJECT NO.		FREQUENCY (%)	POSITION TITLE						UNWEIGHTED STANDARD TIME PER OCCURRENCE	
TRANSACTION NUMBER AND TITLE					DESCRIPTION							
Transaction Volume:		Per										
Se-quence Number	OPERATION			Code No.								

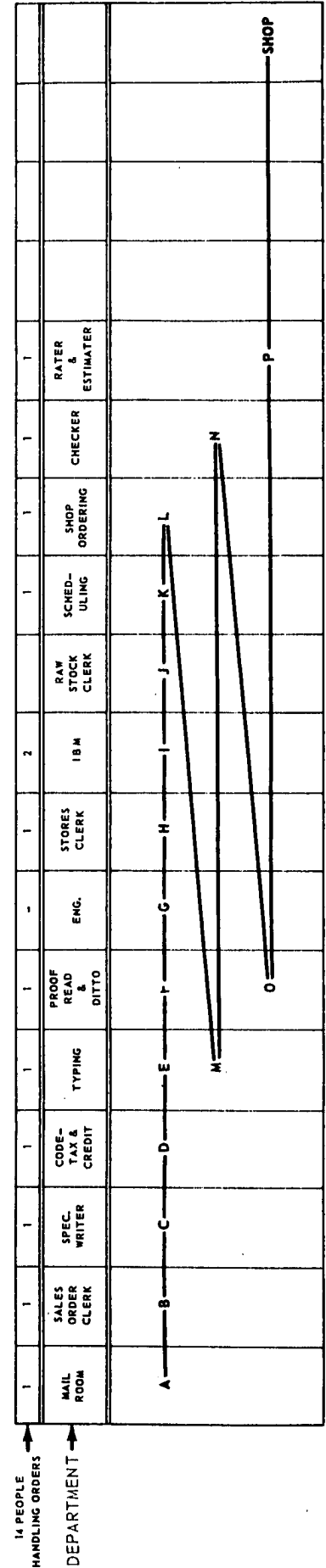
LF

Prepared by _____ Date _____

ACTUAL FLOW OF WORK - 27 STOPS

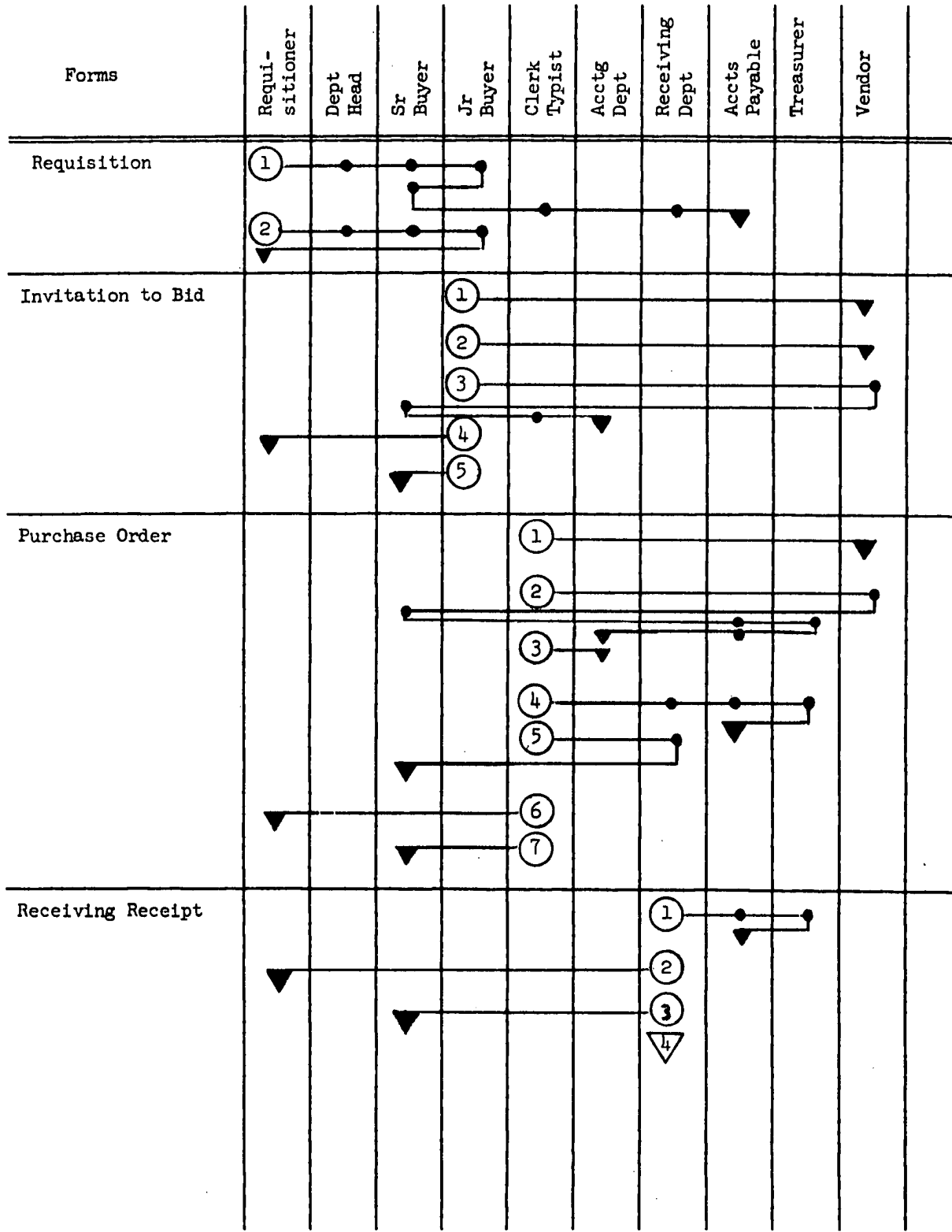


PROPOSED FLOW OF WORK - 16 STOPS

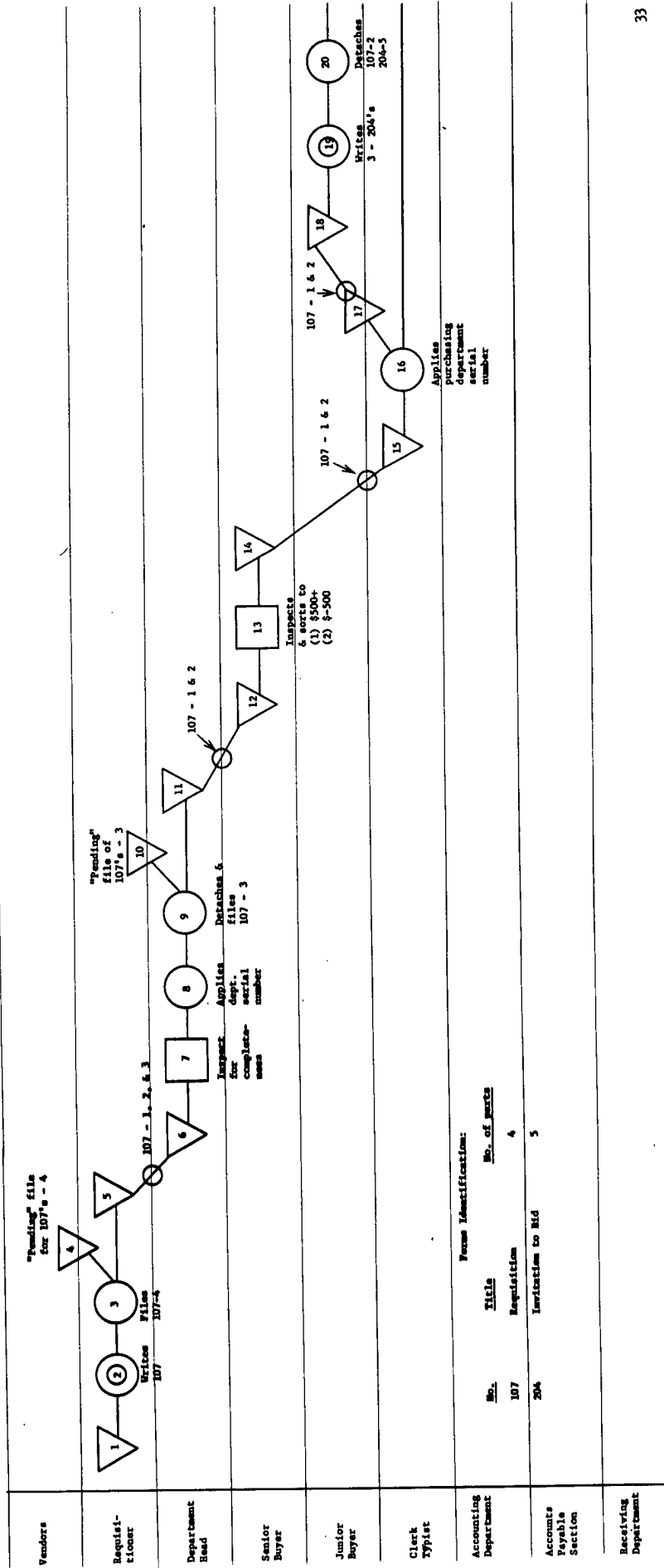


STREAMLINING REDUCES THE WORK PROCESS AND HANDLING TIME.

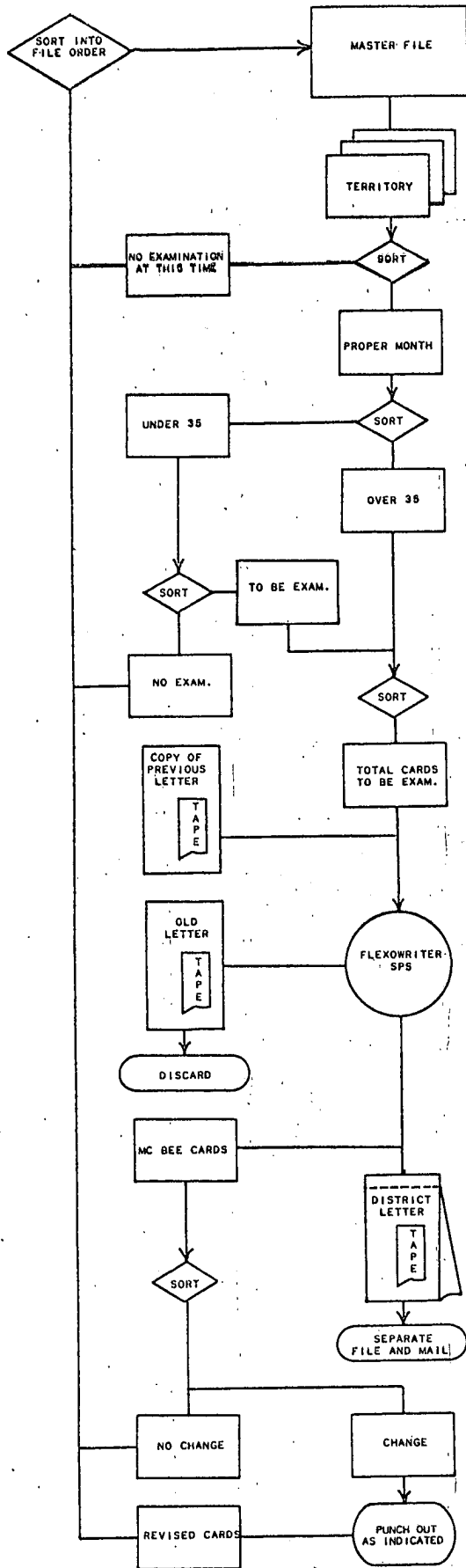
FORMS FLOW CHART 2/16/61



ABLE MARK COMPANY
 Procedure 73 - Purchasing (Before Analysis)
 Analyst: John Smith
 2/3/62 Sheet 1 of 7



PROPOSED PROCEDURE, FIELD HEALTH SERVICE



MC BEE KEY SORT CARDS WITH FRIDEN FLEXOWRITER EDGE PUNCHING, FILED ALPHABETICALLY IN TERRITORY ORDER.

CARDS FROM TERRITORY TO BE SCHEDULED ARE REMOVED FROM MASTER FILE, APPROXIMATELY 3000 CARDS.

NEEDLE SORT ON MONTH OF EXAMINATION.

NEEDLE SORT FOR OVER AND UNDER AGE 35 BREAKDOWN.

NEEDLE SORT UNDER 35. TO INDICATE THAT THIS PERSON IS TO BE EXAMINED THIS YEAR.

NEEDLE SORT INTO DISTRICT ORDER, APPROXIMATELY 250 CARDS. THESE ARE THE FIELD EMPLOYEES DUE FOR AN EXAMINATION NEXT MONTH.

THE LETTERS AND TAPES PRODUCED DURING THE PRECEDING MONTH ARE NOW USED AS A GUIDE TO AUTOMATICALLY PRODUCE THE LETTER FOR THE CURRENT MONTH. THE TAPE, PRODUCED LAST MONTH, WILL CONTAIN ALL THE CONSTANT INFORMATION, E.G., MANAGER'S NAME, THE DISTRICT, AND THE AUTHORIZED PHYSICIANS. IT WILL ALSO CONTAIN A LIST OF ALL PERSONNEL SCHEDULED LAST MONTH. THE OPERATOR WILL NOTE, ON THE OLD LETTER, IF A NAME HAS BEEN CHECKED, INDICATING THAT FORM 52 HAS BEEN RECEIVED. IF THIS IS THE CASE, THEN WE DO NOT WANT THE NAME TO TYPE ON THE LETTER. THIS IS ACCOMPLISHED BY DEPRESSING THE TAPE SKIP SWITCH. IF FORM 52 HAS NOT BEEN RECEIVED, THEN THE OPERATOR CAN DEPRESS START READ AND IT WILL AUTOMATICALLY TYPE OUT.

THE OLD LETTER AND THE OLD TAPE CAN BE DISCARDED.

THE CARDS OF THE PERSONNEL TO BE EXAMINED ARE NOW INSERTED INTO THE FLEXOWRITER, ONE AT A TIME, COMPLETING THE LETTER.

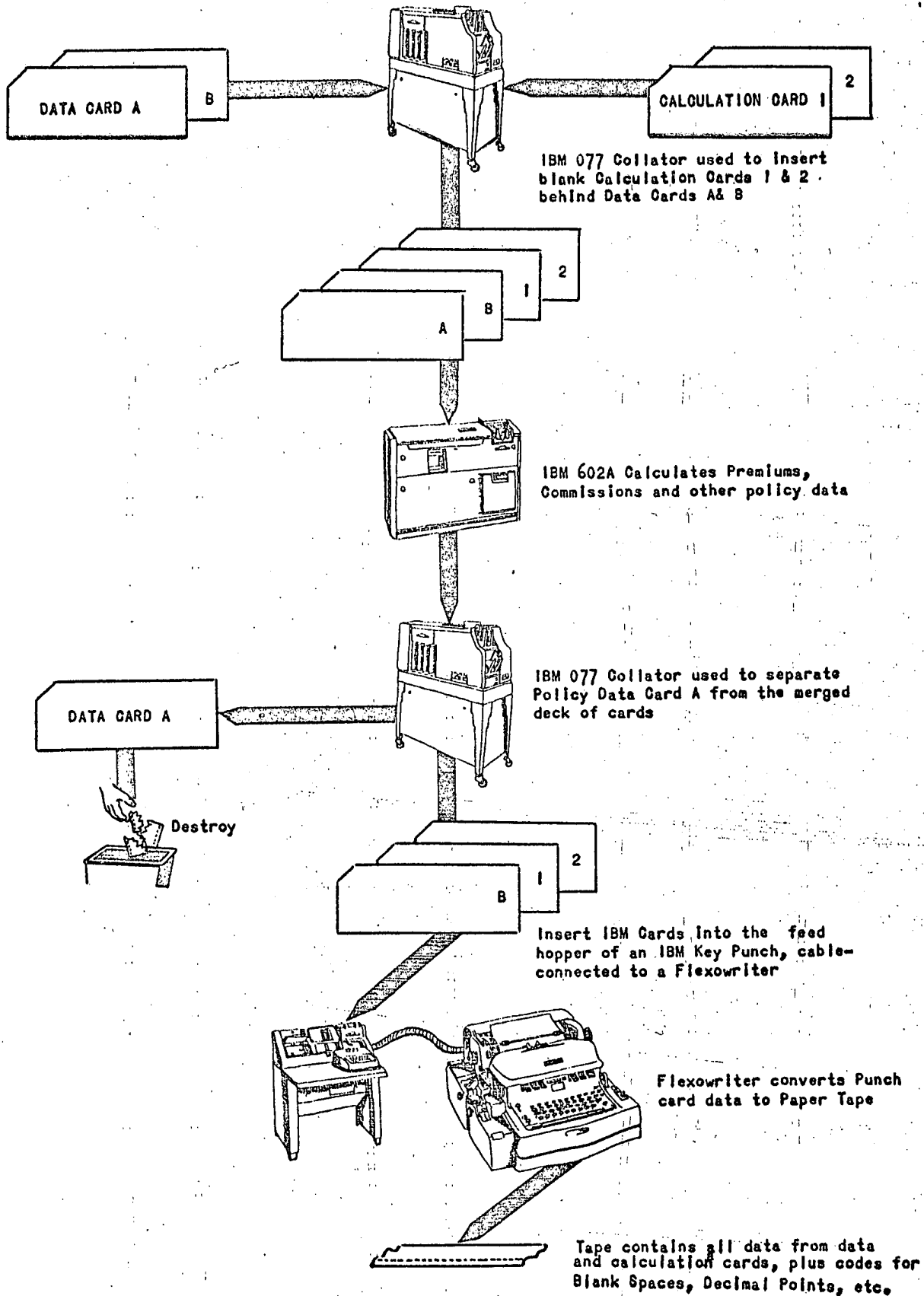
WE HAVE NOW PRODUCED 3 ITEMS. A LETTER, MAILED TO DISTRICT MANAGER; A CARBON COPY OF THE LETTER TO BE USED AS A CHECK SHEET; AND A TAPE WHICH IS FILED TO PRODUCE SUBSEQUENT LETTERS.

THE MC BEE CARDS ARE SORTED TO REMOVE, AND THEN CHANGE THOSE CARDS OF PERSONNEL THAT WILL BE OVER AGE 35 NEXT YEAR.

PUNCH OUT OVER 35 HOLE AS INDICATED.

MAY 19, 1959

CALCULATION OF PREMIUMS, COMMISSIONS, ETC.

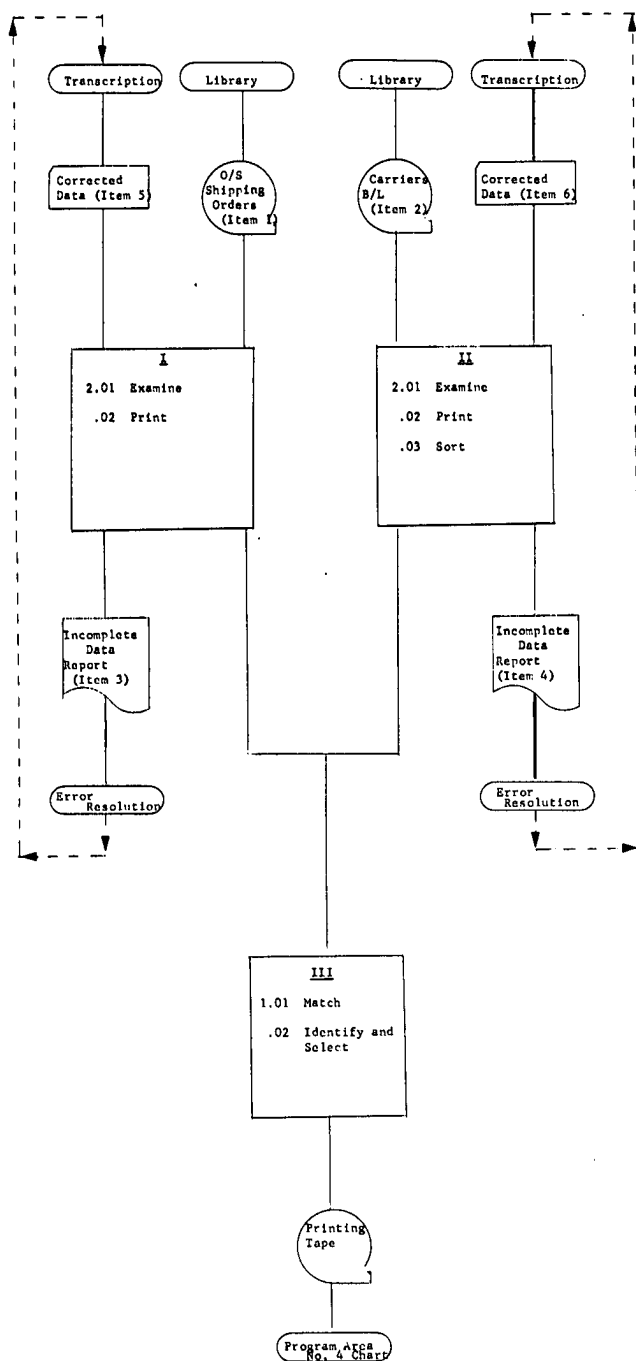


MACHINE FLOW CHART

1. ANALYST	2. DATE	3. PROGRAM AREA	4. PAGE OF PAGES
5. PROJECT NUMBER		6. PROJECT TITLE	

Validating Inventory Shipped to Shipping Orders

CHART	DETAIL NARRATIVE
-------	------------------



I.

1. Inputs
 - .01 Item 1 - Outstanding shipping orders.
 - .02 Item 5 - Corrected Data.
2. Process
 - .01 Examine data for completeness and validity. All records must contain:
 - a. 6 digit shipping order number without blank spaces missing digits or Alpha characters.
 - b. 10 digit stock number - first two characters are always numeric - without any spaces or missing digits in the total 10 characters.
 - c. 4 digit numeric latest shipping date without any Alpha characters.
 - d. Quantity shipped not exceeding 10 digits without any Alpha characters.
 - .02 Print a report of all incomplete or invalid data. Prepare report in shipping order number sequence starting a new page for every 50 shipping orders.
3. Output
 - .01 Item 3 - Report of incomplete or invalid data.

II.

1. Inputs
 - .01 Item 2 - Carrier's Bill of Ladings.
 - .02 Item 6 - Corrected Data.
2. Process
 - .01 Examine data for completeness and validity. All records must contain:
 - a. 6 digit shipping order number without blank spaces missing digits or Alpha characters.
 - b. 10 digit stock number - first two characters are always alphabetical and last 8 digits always numeric - without any spaces or missing digits in the total 10 characters.
 - c. 4 digit numeric latest shipping date without any Alpha characters.
 - d. Quantity shipped not exceeding 10 digits without any Alpha characters.
 - e. Carrier's identification code not exceeding 10 digits; must contain at least 5 alpha-numeric digits of data.
 - .02 Print a report of all incomplete or invalid data. Prepare report in shipping order number sequence within carrier's identification code. Start a new page for each carrier's identification code.
 - .03 Sort each record to matching sequence of:
 - a. 6 digit shipping order number.
 - b. 10 digit stock number.

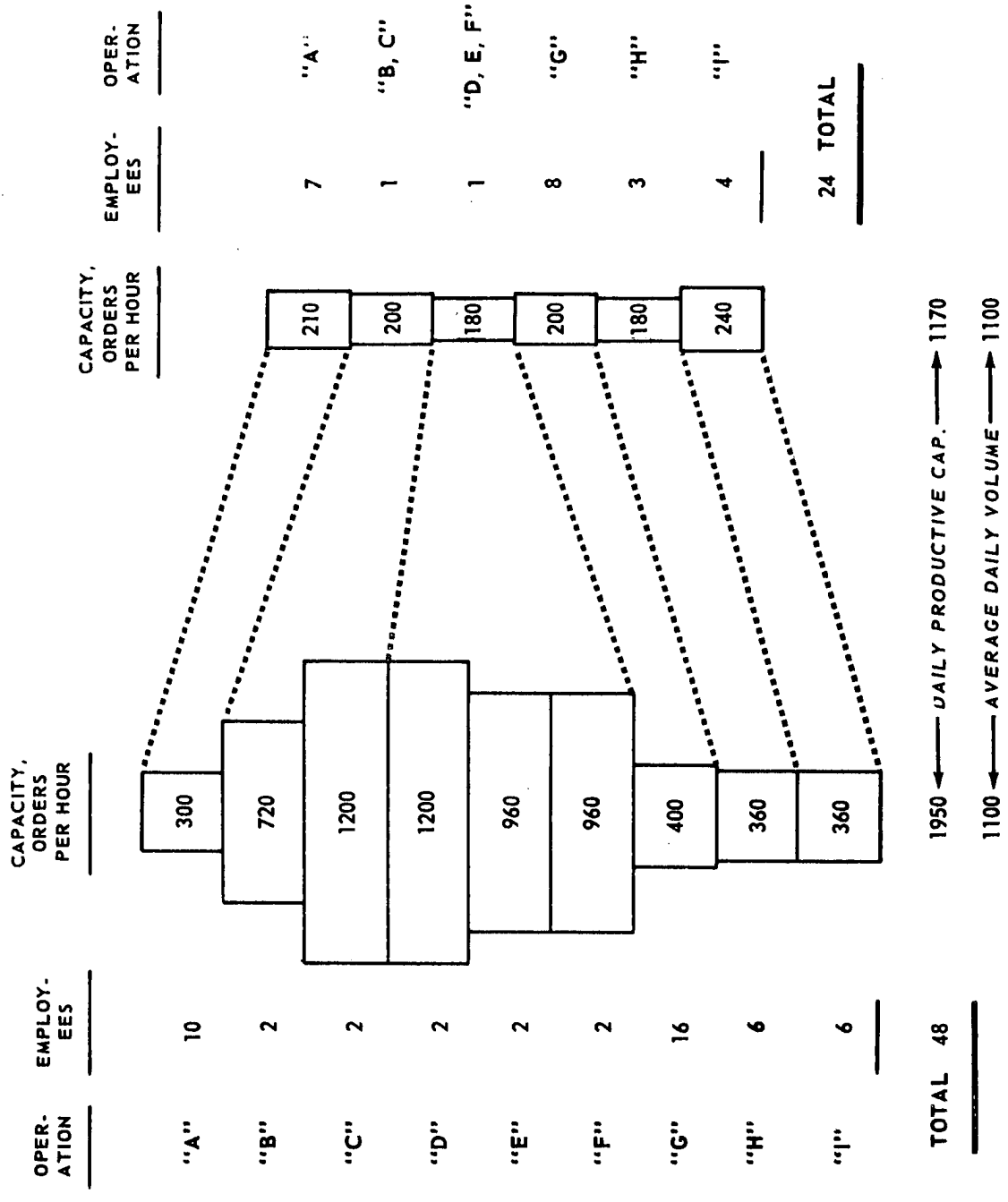
III.

1. Process
 - .01 Match comparing on:
 - a. 6 digit shipping order number.
 - b. 10 digit stock number.
 - c. 10 digit quantity shipped to quantity ordered.
 - d. 4 digit latest ordered shipping date to date shipped.
 - .02 Identify and select for printing the following:
 - a. Unmatched shipping order or B/L records.
 - b. Matched shipping order numbers with unmatched stock numbers on B/L records.
 - c. Unmatched quantity greater than 2% tolerance.
 - d. Latest shipping date is earlier than actual date shipped.
 - e. Unmatched stock numbers on shipping orders with latest shipping date less than 10 calendar days away.

ORDER PROCESSING

AFTER

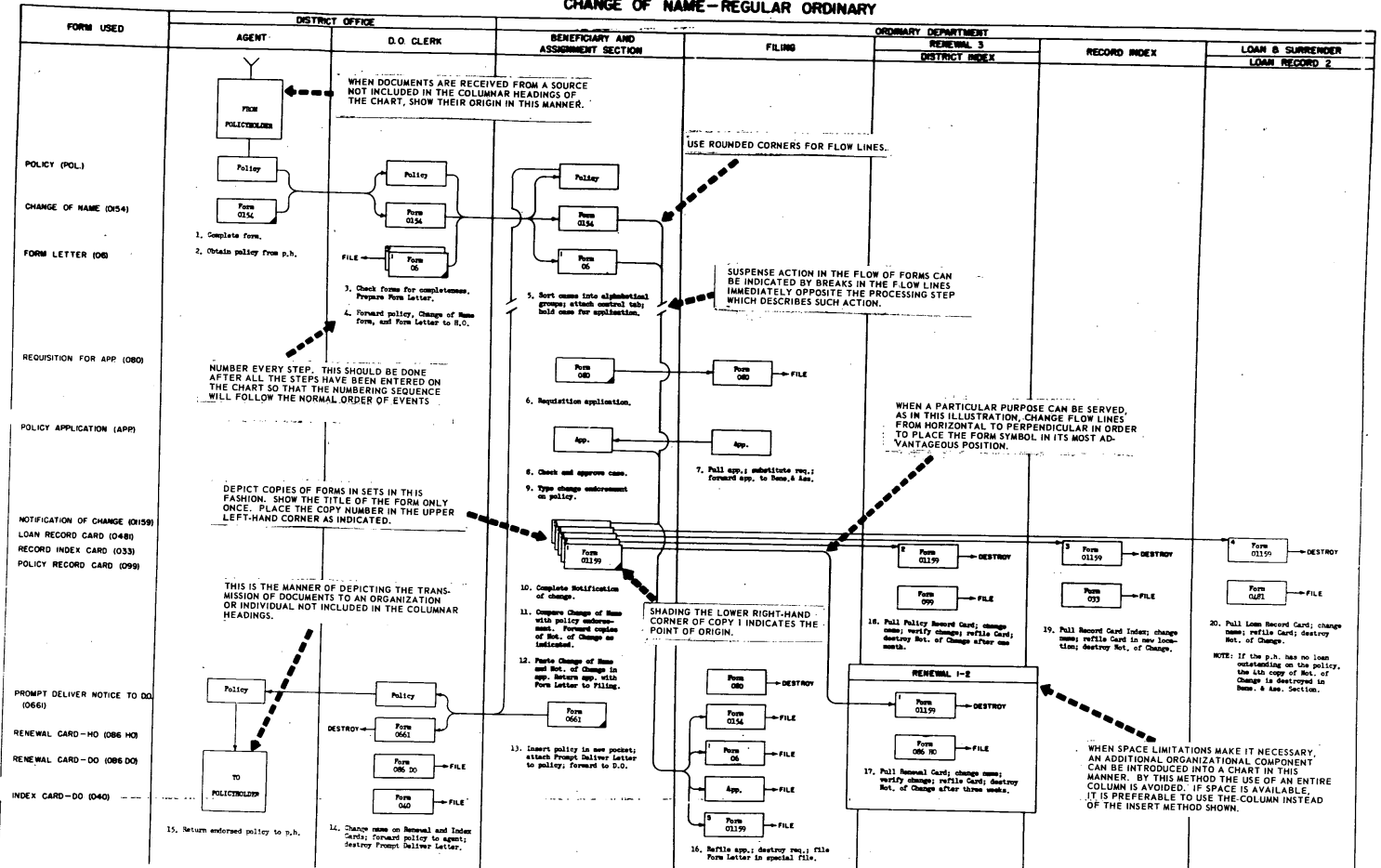
BEFORE



FLOW OF WORK CAN BE IMPROVED TO AVOID UNNECESSARY DELAYS AND PERMIT FULL UTILIZATION OF AVAILABLE MANPOWER.

	DELAY			DELAY		
M						
T						
W						
T						
F						
M						
T						
W						
T						
F						
M						
T						
W						
T						
F						

CHANGE OF NAME—REGULAR ORDINARY



MAN AND MACHINE CHART

POSITION(S) _____

CHART NO. _____ SHEET NO. _____ OF _____

SUBJECT CHARTED _____

CHARTED BY _____

NO. CLERKS ENGAGED IN THIS WORK _____

DIVISION _____

APPROX. DAILY TIME PER CLERK _____

APPROX. DAILY VOLUME PER CLERK _____

SECTION _____

CLERK CHARTED _____

DATE _____ 194 _____

APPROVED BY _____ DATE _____

(USE OTHER SIDE FOR LAYOUT IF DESIRED)

SUMMARY			
	PRESENT	PROPOSED	IMPROV.
TIME MAN WORKS			
TIME MACHINE WORKS			
TOTAL CYCLE TIME			
% OF MAN'S EFFECTIVENESS			
% OF MACHINE UTILIZATION			

PRESENT METHOD				PROPOSED METHOD			
MAN	SYMBOL	CLOCK OR METER READING	MACHINE	MAN	SYMBOL	CLOCK OR METER READING	MACHINE